

## Recruiting and Onboarding in a Virtual or Hybrid Environment

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### Presenter Panel



#### **Kristine Gunn** Executive Director, Talent & Org Management TriNet



#### **Kristin Russum** Director, Talent & Org Management TriNet



### Barbara Bevilacqua

Director, Talent & Org Management TriNet



#### Darby Starnes

Manager, Learning & Development TriNet

### "There is no back to go to. Only forward."

Amy C. Edmonson, The Fearless Organization

BE INQUISITIVE AND DISCOVER

## Business Trends

Flexible Work	Humanization of the
Environment	Workforce
Employee Well-Being Takes Center Stage	Purpose Accelerates

## Recruiting



### Diversity and Job Seekers

"A full two-thirds (**67 percent**) of active and passive job seekers said that a diverse workforce is an important factor when evaluating companies and job offers."

~ Glassdoor

### Agile Recruiting

- Individuals and interactions over processes and tools
- Include cross functional partnerships
- Practice participative leadership
- Use retrospectives to iterate, fail fast and learn
- Resist gravitating to the pull of the past





### Recruiting - Call to Action



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## Onboarding

## Engage New Hires Early

- Send a welcome care package with company "swag"
- Encourage informal, short "get to know you" videos
- Send a handwritten note from the CEO or department leader
- Arrange introductions to employees in various departments and levels within the organization
- Host an employee social hour
- Implement a "buddy" system or mentorship program
- Encourage interaction through technology



New Hire		Work Group/I	Direct Manage	er:		Goals: Orientation, assimilation, rapid start to productivity					
Pre-Day 1		Day1		Week1		Month 1		Month 2 – 6+			
Activity	Owner	Activity	Owner	Activity	Owner	Activity	Owner	Activity	Owner		
Call new hire	Hiring Manager	Introductions	Manager/HR	Company strategy, values,	HR/Manager						
Send company SWAG	Human Resources	Lunch or virtual gathering	Manager	culture							
Send computer if remote	IT	New hire paperwork Meet "Buddy" Intro to team & company communication systems	Human Resources Teammate Buddy + Team	Goals, roles & responsibilities Manager 1:1 check-ins, feedback Cross-functional introductions	Manager Manager Senior Leadership + Mgrs of other work groups						
Employee should: Know logistics, agenda and contacts for day 1, any required preparation Feel welcomed by manager/company and prepared for first day		met teammates, kn about company acti communication sys Feel welcomed by t	Employee should: Know their "Buddy", have met teammates, know where to learn about company activities and team communication systems Feel welcomed by their new team, able to connect with teammates		Employee should: Understand company business, role of work team, role of employee and how they contribute to company's success. Feel part of a team, focusing on clear common goals				Tri		

New Hire		Work Group/Direct Manager: Goals: Orientation, as						apid start to produ	uctivity
Pre-Day1		Day 1		Week1		Month 1		Month 2 – 6+	
Activity	Owner	Activity	Owner	Activity	Owner	Activity	Owner	Activity	Owner
Call new hire	Hiring Manager	Introductions	Manager/HR	Company strategy, values,	HR/Manager				
Send company SWAG	Human Resources	Lunch or virtual gathering	Manager	culture					
Send computer if remote	IT	New hire	Human	Goals, roles & responsibilities	Manager				
		paperwork	Resources	Manager 1:1 check-ins,	Manager				
		Meet "Buddy"	Teammate	feedback	Senior				
		Intro to team & company communication systems	Buddy + Team	Cross-functional introductions	Leadership + Mgrs of other work groups				
Employee should: Know logistics, agenda and contacts for day 1, any required preparation Feel welcomed by manager/company		Employee should: Know their "Buddy met teammates, kno about company acti communication sys	ow where to learn vities and team	work team, role of they contribute to	ny business, role of employee and how company's success.		1	I	
and prepared for	nrst day	Feel welcomed by t able to connect with		Feel part of a team clear common goal					т

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Send company SWAG	Human Resources	Lunch or virtual gathering	Manager							
Send computer if remote	IT	New hire	Human Resources	Goals, roles & responsibilities	Manager					
		paperwork Meet "Buddy"	Teammate	Manager 1:1 check-ins, feedback	Manager					
		Intro to team & company communication systems	Buddy + Team	Cross-functional introductions	Senior Leadership + Mgrs of other work groups					
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Activity	Owner	Activity	Owner	Activity	Owner	Activity	Owner	Activity	Owner		
Call new hire	Hiring Manager	Introductions	Manager/HR	Company strategy, values,	HR/Manager	Work assignments	Manager	Deep dive into work	Manager		
Send company SWAG	Human Resources	Lunch or virtual gathering	Manager	culture	Marana	Formal &	Manager + Team	assignments Ongoing	Manager + Team +		
Send computer if remote	IT	New hire paperwork	Human Resources	Goals, roles & responsibilities	Manager	informal training	+ HR	training and feedback on progress	HR		
		Meet "Buddy"	Teammate	Manager 1:1 check-ins, feedback	Manager	Team & company activities Feedback sessions. 1:1 check-ins	es + Company ck Manager + s. 1:1 Mentor + Buddy	Broader exposure to cross-functional	Manager + other Work Teams		
		Intro to team & company communication systems	Buddy + Team	Cross-functional introductions	Senior Leadership + Mgrs of other work groups			company work Feedback sessions, 1:1 check-ins	Manager + Mentor + Buddy		
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		Direct Manage	r:		Goals: Orientation, assimilation, rapid start to productivity					
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Hiring Manager	Introductions	Manager/HR	Company strategy, values,	HR/Manager	Work assignments	Manager	Deep dive into work	Manager		
Human Resources IT	Lunch or virtual gathering	Manager	Goals, roles & responsibilities	Manager	Formal & informal training	Manager + Team + HR	Ongoing training and feedback on	Manager + Team + HR		
	New nire paperwork Meet "Buddy"	Human Resources Teammate	Manager 1:1 check-ins, feedback	Manager	Team & company activities	Manager + Team + Company	Broader exposure to cross-functional	Manager + other Work Teams		
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## Wrap Up

- Connect on a human level
- Embed DE&I into your company's value system
- Tailor processes to your organization
- Adapt agile ways of working
- Establish goals and metrics you want to track







# Questions?

### TriNet Resources Available



- Recruiting and Onboarding E-Guide
- Onboarding Checklist
- Journey Map Template
- DEI Support



